

CHAPTER 13

INTERROGATION PROCESS

A. POLICY

Vacancies within DoD are to be filled , to the extent possible, by PPP registrants whose positions are scheduled for abolishment or transfer. To assist CPOS in fulfilling this responsibility, the PPP is also programmed for use as a recruiting source. An activity with vacancies, and whose Stopper List is clear, may obtain resumes of registrants who are qualified but may not be registered for placement at that particular installation, or remote location which it services.

B. REQUESTING INTERROGATIONS

1. An interrogation of the programs covered under the PPP may be requested by mail or telephone to **DDSC**. The degree of success in using the Program as a recruiting source is often based on the manner in which interrogations are requested and, for this reason, a general outline of the Program capability is listed below with suggestions on how to **obtain** maximum results.

2. Information on registrants in the Program may be obtained by:

a. Skill - how many individuals are registered for a particular type of job.

b. Pay Group - GS, General Schedule; **WG**, Wage Grade; WL, Wage Leader; WS, Wage Supervisor; WM, Maritime; WN, Production Facilitating - Supervisory or etc.

c. Grade Level - **GS** 01 through 15 and WG, WL, WS, WM, WN, etc. , as appropriate

d. Area where referral is desired , by:

(1) Individual DOD activity.

(2) All DOD activities within a Zone.

(3) All DOD activities within a DoD Region.

(4) All DOD activities within the United States.

e. Any combination of the above - i.e. , skills within a state, etc.

(Chap 13, Para C)

C. USING THE INTERROGATION PROCESS

1. The DoD activity with vacancies should carefully consider a plan of interrogation and data should be requested **within** reasonable, manageable bounds. A request for information should be narrowed down to that which will represent the best recruiting potential. Interrogations for all registrants, all skills, or other large interrogations would provide a very extensive listing of potential candidates but probably would not help the activity with the vacancy.

2. A potential supply of candidates would consist of those who are registered for consideration at DoD activities near the activity with the vacancy. These registrants have indicated a willingness to accept employment in the same geographical area even though they have not. selected the activity with the vacancy.

3. The offer of a promotion to registrants identified by the interrogation process serves as an incentive to get such registrants to accept offers. Interrogations could be requested for employees registered for grades lower than the vacancy to be filled and, although the data on the registrants will not specifically identify those **el igible** for promotion, several indicators are available as to the employees' qualifications. Contact with a registrant's Civilian Personnel Office will provide detailed qualification information. In addition," related skills which are known to be qualifying should be included in the interrogation request.

4, Reg istrants from other DoD regions wh o have selected activities, though not **all** the activities, in the region of the interrogating activity may be inclined to accept offers. Registrants from other activities in the same State as the interrogating activity may also be inclined to accept offers. Employees who are registered for a large number of widely varied activities have also indicated a high degree of potential mobility and may represent a better recruiting source than those employees who have selected relatively few activities.

5. Other Federal agencies are authorized and encouraged to use this process as a recruiting source. When requests for interrogations for recruiting purposes are received from outside DoD, DDSC may assign responsibility to the DoD activity nearest the interrogator to interpret the computer data or forward the results of the interrogation to the appropriate Zone Coordinator for the purpose of such assignment.

6. Activities using the interrogation process for recruiting purposes are to inform DDSC of the results when a valid offer is accepted/declined . Releasing activities are to report any placements made from interrogations on the Report Action Part A, DD Form 1820, provided with each registrant's Resume Audit.

(Chap 13, Para C7)

7. Interrogations should be requested from DDSC by telephone, if possible, using the following numbers:

Zone 1

Commercial : AC 513-296-6440
AUTOVON : AV 986-6440

Zone 2

Commercial: AC 513-296-6440
AUTOVON : AV 986-6440

Zone 3

Commercial: AC 513-296-6449
AUTOVON: AV 986-6449

Zone 4

Commercial: AC 513-296-6449
AUTOVON : AV 986-6449

8. If an interrogation request is submitted in writing, the following format should be used:

SUBJECT: DoD Program for Stability of Civilian Employment-
Interrogation Request

TO: Defense Data Support Center
ATTN : DDSC
1507 Wilmington Pike
Dayton, OH 45444-5310

An interrogation for registrants in the DoD Program for Stability of Civilian Employment is requested for recruiting purposes. The following information is provided to effect the interrogation:

a. Activity Code of Requesting Activity - _____

b. Area(s) of Interrogation - _____

(Specify the Activity Code of the activity nearest to vacancy, if known. Otherwise, specify nationwide, zones(s), region(s), state (s).)

c. Skill(s) Desired - _____

(Specify pay group, series, options, if any, and grade levels(s) desired.)

Figure 13-1. Sample letter, request for interrogation.